

780 KAR 2:040. Live work projects.

RELATES TO: KRS 156.802(3)

STATUTORY AUTHORITY: KRS 156.802(3), 156.852

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.802(3) authorizes the Kentucky Department of Education to have responsibility for all administrative functions of the state in relation to the management, control, and operation of state-operated secondary area vocational education and technology centers. This administrative regulation establishes the procedures for accepting live work projects in a Kentucky TECH facility.

Section 1. Definitions. (1) "Kentucky TECH" means the system of state-operated secondary technical education programs.

(2) "Live work" means a project, which meets a curriculum requirement, completed for an individual or organization.

Section 2. A Kentucky TECH school may accept live work projects if the administrative and instructional staffs deem them appropriate for training purposes.

Section 3. A Kentucky TECH school that accepts live work shall adhere to the requirements established in this section. (1) All services performed shall be documented on a completed Work Order - Agreement form.

(2) The school administrator shall be responsible for all unused Work Order - Agreement forms and assigning and recording all services performed in a work order log.

(3) An individual or organization requesting live work shall be provided a copy of the school's policy for accepting and performing live work. A person committing live work shall sign the Work Order - Agreement form indicating that he or she understands the policies and agrees with them.

(4) A live Work Order - Agreement form shall be approved and initialed by the school administrator and by the instructor of the class. Live work shall not be approved for an instructor in his or her program for his or her own personal use.

(5) If a live work project requires more than one (1) hour labor, the individual or organization requesting the live work shall pay the fee established in 780 KAR 2:140, Section 8.

(6)(a) Except as provided in paragraph (b) of this subsection, a person or organizations for whom live work is accepted shall purchase the necessary materials for the job to be completed.

(b) With the permission of the person or organization, the school may purchase the materials and recover the costs of the materials plus twenty (20) percent for handling..

(7) A payment shall not be handled by an instructor. Live work orders shall not be released until payment for parts, supplies, and other cost items has been made and documented by authorized personnel in the school.

(8) Projects of a family member or other individual shall not be accepted in the name of a student or the instructor.

(9) A school employee shall not:

(a) Guarantee or be liable for live work; or

(b) Be responsible for the theft or loss of an article left in a school.

Section 4. A Kentucky TECH school shall not be obligated to accept live work projects. A Kentucky TECH school shall not perform live work of a production nature and in competition with business or industry or for the purpose of making a profit.

Section 5. Incorporation by Reference. (1) "Work Order - Agreement form", August 2019, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department of Education, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 to 4:30 p.m.

This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(5). (17 Ky.R. 717; eff. 10-14-1990; 22 Ky.R. 357; 724; eff. 10-5-1995; 26 Ky.R. 2319; 27 Ky.R. 961; eff. 10-16-2000; 35 Ky.R. 1854; 2223; eff. 5-1-2009; Crt eff. 7-1-2019; 46 Ky.R. 1630, 2279; eff. 5-5-2020.)